

SFC MORTON
SSG O

ELEMENT:

TASK: Conduct Internal Control Operations (14-7-8017)

(AR 11-2)

(DFAS-IN REG 37-1)

(DODFMR 7000.14-R, VOL 10)

(DODFMR 7000.14-R, VOL 5)

(DODFMR 7000.14-R, VOL 7A)

(DODFMR 7000.14-R, VOL 9)

(JFTR VOL 1)

(JFTR, VOL 2) (JTR)

ITERATION:

1

2

3

4

5

(Circle)

COMMANDER/LEADER ASSESSMENT:

T

P

U

(Circle)

CONDITIONS: Financial elements are deployed in support of US and allied units engaged in full spectrum military operations in the theater. Finance elements are providing the full range of financial support for Soldiers, DOD civilians, local nationals and allied units, as appropriate. Funds are provided for local procurement contracts and commercial vending operations. Internal audit controls have been implemented to ensure proper accounting of all funds and expenditures. Threat capabilities include information gathering and possible isolated attacks by terrorist suicide bombers. This task should not be trained in MOPP4.

TASK STANDARDS: All internal control procedures are in place and fully operational within 48 hours of the unit commencing financial operations or as the tactical situation allows. Control procedures are used in accordance with the unit standing operating procedures, governing regulations, and command guidance.

TASK STEPS AND PERFORMANCE MEASURES		GO	NO-GO
* 1. Director, Financial Management Center (FMC) or Commander, FM Company, directs establishment of appropriate internal controls and reports. (805A-44A-7108, 805A-44C-3011) a. Reviews Defense Finance and Accounting Service (DFAS) and theater commander guidance. b. Determines special interest areas. c. Approves internal control plan. d. Reviews internal control reports for compliance with regulatory and theater guidance. * 2. Internal Control Section leader develops the internal control plan. (805A-44A-7108) a. Reviews DFAS and theater directives and policy guidance. b. Determines most critical areas from theater operations perspective. c. Establishes internal control plans and control register. d. Standardizes appropriate checklists for critical control points. e. Obtains approval of plan. f. Provides outline of internal control plan to other financial elements within area. 3. Internal Control Section establishes control plans/procedures. (805A-44A-7108, 805A-44C-3011) a. Reviews internal control plans for compliance with command program and regulation requirements. b. Establishes quality assurance reviews. c. Establishes internal controls which provide reasonable assurance of accurate payments. d. Monitors the resolution of problem areas and correction of identified deficiencies. e. Prepares required reports for higher headquarters.		✓	
		✓	
		✓	

TASK STEPS AND PERFORMANCE MEASURES		GO	NO-GO
4. Internal Control Section reviews monthly operations reports. (805A-44A-7108)	a. Monitors fund flow reporting.	✓	
	b. Verifies timely processing of all finance documents.	✓	
	c. Verifies prompt and accurate posting of changes to activities.	✓	
	d. Analyzes funding disbursements and allocations.	✓	
	e. Analyzes management reports for quality assurance.	✓	
	f. Identifies possible flaws or weak areas in monitored control areas. *	✓	
5. Internal Control Section provides assistance to area financial elements.	a. Provides assistance with the development/implementation of Internal Control Program.	✓	
	b. Provides information concerning DFAS operations, recurring problem areas, and financial regulations.	✓	
	c. Provides periodic reviews to improve quality of service provided, as requested.	✓	
* 6. Internal Control Section leader performs reviews and special studies of operating policies and procedures. (805A-44A-7108, 805A-44C-3011)	a. Provides recommendations about systems and regulatory problems.	✓	
	b. Conducts special financial operations studies, as required.	✓	
	c. Continuously reviews quality and effectiveness of finance support.	✓	

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED	6						
TOTAL TASK STEPS "GO"	6						
TRAINING STATUS "GO"/"NO-GO"	GO						

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
805A-44A-7108	Review Internal Control Procedures for Adequacy	STP 14-44A-OFS
805A-44C-3011	Apply Internal Management Control Program	STP 14-44C14-SM-TG

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

6a. * Due to the limited knowledge of finance systems such as Deployable Disbursing Systems, CASHLINK, Computerized Accounts Payable System-Clipper, ITS.gov allows the IC section to be vulnerable of not recognizing deficiencies.

[Signature]
Jarrell W. Quinn
SFC, USA

STP 14-44A-OFS

Review Internal Control Procedures for Adequacy

805A-44A-7108

Conditions:

Given a requirement to review internal control procedures for adequacy and access to:

- a. DoDFMR 7000.14-R, Volume 5.
- b. FM 19-30.

Standards:

Review cashier, agent, cash management, and Treasury check operations to ensure internal control procedures are adequate.

Performance Steps

1. Review the internal control procedures for cashier operations to ensure:
 - a. The overall construction of cashier cages is adequate (thickness, strength, protective window, bars, only one lockable entrance, lockable money drawers, adequate lighting, alarms).
 - b. Only authorized personnel are allowed in the area near cashier cage entrances.
 - c. Alarms are tested periodically.
 - d. Vaults and safes meet the specifications outlined in DoDFMR 7000.14-R, Volume 5.
 - e. Spare cashier keys and combinations are stored in a sealed envelope in the vault.
 - f. There is only one cashier operating per cashier cage.
 - g. Cashiers secure their cash drawers and cashier cage when absent.
 - h. The cashier standard operating procedure (SOP) is adequate and enforced.
 - i. The cashiers sign indicating that they have read and understand the SOP.
 - j. A background check is conducted on all cashiers.
 - k. The cashier counts all money at least twice before issuing or accepting.
 - l. The cashier verifies the identification, signature, and expiration of term of service (ETS) date of all customers.
 - m. No personal checks are cashed if the customer has less than 60 days until ETS.
 - n. The cashiers have up-to-date signature cards and bad check lists available.
 - o. Vouchers are never transported by a payee to the cashier cage.
 - p. All transactions are only for authorized persons and for authorized amounts.
 - q. All cashiers' personnel records are flagged to prevent them from outprocessing before their account is cleared.
 - r. Proper voucher numbering.
 - s. Cashiers verify all advances and returns.
2. Review the internal control procedures for cash management operations to ensure:
 - a. The cash-holding authority is adequate and adhered to.
 - b. All negotiable instruments are deposited daily and cash is deposited as necessary.
 - c. Quarterly cash counts occur.
 - d. Cashiers have a limited amount of cash in their safes overnight.
 - e. All records are updated and maintained properly.
 - f. The Disbursing Officer (DO), Deputy DO, or Disbursing Agent signs all cash collection vouchers (CCVs).
 - g. All money received is verified.
 - h. No slush funds are maintained.
 - i. Immediate reporting of all losses of funds to the Finance and Accounting Officer.
 - j. Proper separation of duties.
 - k. All transactions for \$750.00 or more are approved by the DO.
 - l. All combinations are changed every six months or as necessary.
 - m. Intrusion devices are used, if necessary, and tested periodically.
 - n. Vaults and safes meet the specifications outlined in DoDFMR 7000.14-R, Volume 5.

Performance Steps

3. Review the internal control procedures for agent operations to ensure:
 - a. Agent orders are complete and the original signed order is kept on file.
 - b. All agents' personnel records are flagged to prevent them from outprocessing before their account is cleared.
 - c. Agents are properly trained.
 - d. All agents sign their instructions indicating that they have read and understood both their written and verbal instructions.
 - e. Agents have an armed guard and their own secure container when receiving or returning funds.
 - f. The identification, signature, and ETS date of all agents is verified before issuing funds.
 - g. Funds are issued in accordance with the agent's orders.
 - h. All advances and returns are recorded on a Statement of Agent Officer's Account (DD Form 1081).
4. Review the internal control procedures for Treasury check operations to ensure:
 - a. All new check stocks are verified upon arrival.
 - b. All checks are secured.
 - c. All blank checks issued for preparation are signed for by the clerk.
 - d. Any blank checks returned are verified.
 - e. All returned and undeliverable checks are controlled and kept secure.
 - f. The signature die and check-signing machine are properly secured.
 - g. All checks issued remain in sequence.
 - h. The weekly check issue report is sent to the Treasury Department.
 - i. Proper procedures are followed for all spoiled and voided checks in accordance with task 805A-44A-6120.
 - j. All checks are prepared correctly and the information on them is correct before certification.
 - k. The check register is maintained at all times.
 - l. The check register is verified with the Daily Statement of Accountability (DD Form 2657) daily.

Evaluation Preparation:

This task may be evaluated using two methods.

- a. **SELF EVALUATION.** Perform the task on the job, using the materials listed in the conditions statement. Evaluate yourself, using the performance measures, graded in accordance with the Evaluation Guidance section.
- b. **SUPERVISOR EVALUATION.** Ensure the soldier has the materials listed in the conditions statement. Have the soldier perform the task. Evaluate the soldier, using the performance measures, graded in accordance with the Evaluation Guidance section.

Performance Measures

1. Reviewed the internal control procedures for cashier operations to ensure they were adequate.
2. Reviewed the internal control procedures for cash management operations to ensure they were adequate.
3. Reviewed the internal control procedures for agent operations to ensure they were adequate.
4. Reviewed the internal control procedures for Treasury check operations to ensure they were adequate.

GO **NO GO**

— N/A —

*No cashiers
established for
review*

✓ —

✓ —

— N/A —

Evaluation Guidance:

- a. **SELF EVALUATION.** The task has been completed successfully if all performance measures are scored a GO. If you evaluated yourself a NO GO on any performance measure, refer to the applicable reference cited to research that performance measure prior to reevaluating yourself.
- b. **SUPERVISOR EVALUATION.** The soldier has completed the task successfully if all performance

STP 14-44A-OFS

measures are scored a GO. If the soldier received a NO GO on any performance measure, show the soldier what was done wrong and how to do it correctly, prior to reevaluating the soldier.

References

Required

DODFMR 7000.14-R, VOL 5
FM 3-19-30

Related



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